



Summer Camp Handbook

Summer 2021





Why Choose Us

Ready, Set, Summer! It's time for children at the Summer Playground Camp! With 20 new camps operating every two weeks, you're sure to find something for every child. Our camps offer a safe and nurturing place to play fun recreation games, opportunities to learn and discover, and make lifelong friends.

Who We Are

The Summer Playground Camp is sponsored by the City of Abilene Recreation Division. This program is designed to offer a quality summer camp program for children ages 6 to 13. The Recreation Division is responsible for the day-to-day programming and supervision of children and staff. The goal is to provide safe, exciting, and fun filled activities for all participants.

Our Staff

The staff of Summer Playground Camp is carefully screened and selected from a large pool of applicants. Staff members are selected based on their past experience, positive attitude, and work effort. Our supervisors have many years of experience working with children.

Communication

One of the most important aspects of the Summer Playground Camp is our commitment to communications between parents and staff. Contact us with any questions or concerns. You can reach us at parksandrec@abilenetx.gov or 325-676-6217.



Social Media

Please find us on Facebook, Instagram, Twitter, or YouTube by searching My Abilene Parks and Recreation on social media or find the direct social media links on our website at www.abilenetx.gov/parksandrec.

Inclement Weather

In the case of inclement weather, the summer camp may be closed. Staff will contact you in this situation.

Fees

It's \$85 for each two week session, Sessions 1 through 5, beginning June 7 through August 13.

Registration

Registration is available online at www.abilenetx.gov/signup. In-person registration can be completed Monday through Friday from 8am to 5pm starting March 15 at the Community Services office located at 633 Walnut Street.

Financial Assistance

Financial assistance is available on a first come first serve basis. Assistance will cover 50% of registration fees and balance is due at time of registration. To learn more about our financial assistance, visit <https://www.abilenetx.gov/173/Camps-After-School>.

Start & End Times

The camps start at 7:30am and end at 5:30pm. Dropping off early and/or picking up late could result in a suspension of services.

Field Trips

All children must leave and return to the rec center with staff, your child can only be picked up or dropped off at the rec centers. Children cannot be picked up or dropped off at field trips locations. We ask that your child wear their camp shirt on days of field trips. This helps the staff and community identify them as part of summer camp. Field trips may be cancelled due to inclement weather and may not be rescheduled due to time constraints.

Discipline

Redirection, discussion, and “time out” behavior modifications are used when behavior requires disciplinary action. If these methods do not correct the behavior, other actions such as suspension for various periods of time will be employed. For a detailed list of disciplinary actions, please see the Disciplinary Guideline Form. The Recreation Division staff will determine action taken according to the severity of the offense. An accumulation of two or more written warnings may lead to suspension. Recreation Division staff have final discretion regarding any disciplinary actions.

Food

Breakfast and lunch will be provided by Abilene Independent School District from June 7 through July 30. Recreation staff will provide children with an afternoon snack. **Please be sure to complete the Community Services Waiver/Release form to notify staff of any food allergies that your child/children may have.** During extended times of outdoor activity, water will be available. Breakfast or lunch will be on your own after July 30. Children will **NOT** have access to a fridge or microwave.



Dress Code

Children are encouraged to dress for physical activities. Athletic/tennis shoes must be worn at all times with the exception of swimming. No Crocs, boots, slides, sandals, or flip flops are allowed. T-Shirts may not display inappropriate language, violence or lewdness.

Infectious Disease/COVID-19

Camp staff will check the child's temperature daily and provide hand washing and sanitizing stations. Children with an infectious disease or severe illness will not be allowed to remain at Summer Playground Camp until a note of medical release is received. Children must be 24 hours free of fever, vomiting or diarrhea. In general, a child should stay home if they are uncomfortable to participate in all activities; or if medical attention beyond first aid is required; or if the potential to spread diseases to others exists. In all emergencies, staff members will take reasonable measures to ensure the safety and welfare of participants, including accessing 911 services.

Head Lice

Children with head lice will be sent home and cannot come back until they are completely nit free. When the child returns to camp, staff will check for nits to ensure the child is nit free. If your child has lice, you are required to inform the rec center so that all parents can be informed that there is lice in the center.

What to Bring to Camp

Athletic shoes (tennis shoes), water bottle with campers name on it, sun screen, and insect repellent.

**Staff will not be allowed to apply sunscreen or insect repellent to your child. Your child should be able to apply it themselves.

What To Leave at Home

The City of Abilene is not responsible for any valuables. Please make sure your child leaves toys, pop-its, fidget spinners, trading cards, video games, ipads, ipods, cell phones, and gaming systems at home. If a child brings any of these items, they MUST remain in the child's bag during summer camp hours. Children will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign out. Repeated offenses could result in suspension from the program.



Daily Admission

Campers may not be dropped off and left unattended before 7:30am. Campers must be picked up by 5:30pm. Parents or their designee (over the age of 18) must sign in and sign out children daily. Scan cards will be given to parents to sign in and out each day. Failure to sign in and out can result in a release from the program.

Check In/Out Policy

Parents will be shown how to check in each day with a scanned card. Parents will be provided with 2 cards per child. Parents must come into the facility and check out their child with the cards. Please distribute cards to those individuals authorized to pick up your child. There will be a \$5.00 charge to replace scan cards. Without a card, children will not be released. Failure to routinely follow the check in and out policy will result in permanent suspension from the program.

Divorce/Separation

Though these are difficult times it is especially hard for children to understand. To help ease the transition the City of Abilene Recreation Department is required to have a copy of any legal documentation or court orders on file for the safety of our children. Please discuss the implications with the non-custodial parent so that they do not show up to the center without prior arrangements. Without proper documentation staff will call the contracting parent.



Medication

The following statements are our guidelines for administering medications:

- Only medications prescribed by a medical doctor will be administered during the program.
- Medications must be reported on the registration and Community Services Waiver/Release forms and must be kept up to date.
- Information on prescription dosage must be attached to the medication.
- All medication must be received in its original container.

Staff will administer medication only if:

- Parent or guardian has completed the medication section of the waiver/release form.
- Prescription medications are in the original containers labeled with the child's name, date, directions, and the physician's name. Staff will administer the medication only as stated on the label and will not administer any medication after the expiration date.
- Nonprescription medications are labeled with the child's name and the date the medication was brought to the program. Nonprescription medication must be in its original container. The program staff will administer it only according to label direction.
- Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of the program employees. No injections will be administered by the program employees.
- Program employees will ensure medications are inaccessible to participants.

Injuries & Discipline

Minor injuries and minor discipline will be logged. If your child's name is highlighted in the sign out sheet, ask the staff about the situation. For critical injuries and severe discipline issues you will be contacted by staff.

Special Accommodations

We welcome children into our programs who have special needs and do our best to work with the child to provide a safe and fun experience. Children must be able to manage their own self care and be toilet trained. Additionally, behaviors may not place any person in danger, including being aggressive or running away. For any additional questions please consult with the Recreation Division Manager at 325-676-6431, prior to registering with the Summer Playground Camp.



Discipline Policies

FIGHTING: From 3 days suspension up to release from the program.

BULLYING: From 3 days suspension up to release from the program.

THEFT: From 3 days suspension up to release from the program.

LEAVING PLAYGROUND SITE: From written warning up to 1 week suspension.

ELECTRONIC DEVICES AT PLAYGROUND SITE: From written warning up to 1 week suspension.

PHYSICAL ABUSE (Toward staff/participant): From written warning up to release from the program.

VERBAL ABUSE (Toward staff/participant): From written warning up to release from program.

DAMAGE TO EQUIPMENT OR FACILITY: From written warning up to 1 day suspension.

REFUSAL TO OBEY CENTER RULES: From written warning up to 3 day suspension.

DISRUPTIVE DISRESPECTFUL BEHAVIOR: From written warning up to 3 day suspension.

LATE PICK UP: From written warning up to 3 day suspension.

EARLY DROP OFF: From written warning up to 3 day suspension.

FAILURE TO FOLLOW CHECK IN/OUT POLICY: From written warning to release from the program.

NOT WEARING PROPER FOOTWEAR: From written warning to release from the program.

Recreation Division Staff will determine action taken according to the severity of the offense. An accumulation of two or more written warnings may lead to suspension.

Recreation Division staff have final discretion regarding any disciplinary actions.